

INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED

Phone and Personal Cell Phone Use

Policy O-42

Employees, contractors, and volunteers while on duty are expected to 1) be alert to ensure student, staff, and visitor health, safety and well-being and 2) respond by taking necessary prudent actions such as evacuating students according to fire, tornado, or other disaster procedures; calling fire or paramedic personnel; and implementing other interventions to protect individuals and property from possible dangers, threats, or unsafe conditions or situations. To be alert and responsive to dangerous and hazardous situations that threaten the health and safety of students, employees, contractors, and volunteers shall use school phones and/or personal cell phones for personal business only during break times or in the event of a personal emergency. School phones and personal cell phones may be used throughout the work day provided usage is school related. Using phones/cell phones at non-break times for issues not related to school business, potentially puts students at risk and is defined in this policy as misconduct and therefore constitutes grounds for disciplinary action.

The ISBVI Board directs the ISBVI Superintendent to ensure that ISBVI staff, contractors, and volunteers comply with this policy consistent with state policy or statutory requirements by:

- 1) Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Phone and Personal Cell Phone Use serving notice to staff and volunteers and clearly delineating their responsibilities, expectations, and procedures under this policy;
- 2) Providing ISBVI staff, contractors, and volunteers with written notice and documenting their receipt of these documents by obtaining their signatures;
- 3) Affording initial and periodic on-going training to ISBVI staff, contractors, and volunteers on the ISBVI Board Policy on Phone and Personal Cell Phone Use and accompanying ISBVI Administrative Directives and Procedures.

Adopted by ISBVI Board: October 15, 2007

Reviewed and Approved: 10/21/13, **10/22/18**